

# Retention and Classification Report

**Agency:** Salem (Utah) (860)

30 West 100 South  
PO Box 901  
Salem, UT 84653  
801 423-2770

**Records Officer** Stacy Bliss

28295 City Council minutes  
28275 Register of deaths

**AGENCY:** Salem (Utah)

**SERIES:** 28295

3

**TITLE:** City Council minutes

**DATES:** 1886-

**ARRANGEMENT:** Chronological by council meeting date.

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 06/14/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**AGENCY:** Salem (Utah)

**SERIES:** 28295

**TITLE:** City Council minutes

(continued)

**APPRAISAL:**

Historical Legal

This series has permanent historical and legal value as documentation of the functioning and the decisions of the city council

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. This series may include minutes of closed meetings that are protected under UCA 63G-2-305(32) (2008)

**AGENCY:** Salem (Utah)

**SERIES:** 28275

3

**TITLE:** Register of deaths

**DATES:** 1871-

**ARRANGEMENT:** Chronological by death date.

**DESCRIPTION:**

This series contains two volumes used to record deaths and burials in Salem. Information is recorded on pre-printed pages and includes the name of the deceased, age, sex, race (or national origin), color, term of residence (or place of residence), place of birth, marital status, occupation, place of death, cause of death, death date, burial date, and burial location. It is not clear when this record was started, but it appears that information for earlier burials was copied from an earlier record.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

**AUTHORIZED:** 04/30/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the identity and location of burials in the cemetery.

**AGENCY:** Salem (Utah)

**SERIES:** 28275

**TITLE:** Register of deaths

(continued)

**PRIMARY CLASSIFICATION:**

Public